



# CITY OF LONG BEACH

## FIRE DEPARTMENT

### Administrative Analyst III

Salary: \$2,082.08 - \$2,832.72 biweekly (a 3% salary increase will be effective 7/1/07)  
(Promotional/Transfer Opportunity)

The Fire Department has an immediate opening for a full-time classified Administrative Analyst (initial grade level upon appointment is dependent on qualifications) in the Disaster Management Division. The position will serve as the Deputy Disaster Management Coordinator for the City.

#### EXAMPLES OF DUTIES:

- Develops and coordinates City-wide exercises and resources
- Coordinates mutual aid systems and response agreements City-wide
- Maintains and improves Emergency Operations Center (EOC) technologies, databases, and audio-visual equipment and systems
- Website Administrator
- Develops and provides training for City employees and ensures compliance with: Standardized Emergency Management Systems (SEMS), National Incident Management System (NIMS) and roles during EOC activations
- Tracks and reports on City-wide NIMS compliance
- Assists in management of EOC during activations and responds as required
- Develops and maintains documents utilized during activations (hard-copy and electronic)
- Develops and maintains "Position-Checklists" for each potential position
- Responsible for the EOC call-out lists and paging systems
- Prepares reports and analysis and coordinates special projects as assigned
- Monitors and analyzes state and federal legislation
- Acts on behalf of the Disaster Management Officer

#### DESIRABLE QUALIFICATIONS:

- Proficient in use of Excel, Word and PowerPoint software
- Excellent written and verbal communication skills
- Excellent organization skills and ability to handle multiple tasks within deadlines
- Ability to work independently and exercise sound judgment
- Ability to interact effectively with employees, management and personnel from other agencies
- Ability to rapidly generate accurate and complete work products
- Possess a valid California Driver's License
- Ability to attend meetings throughout the State of California
- Ability and willingness to work flexible hours
- Experience, coursework, certificate or degree in Emergency Management or related field
- Willingness to attend extensive additional training
- Familiarity with grant procedures and regulations

#### REQUIREMENTS TO FILE:

Open to current, classified Administrative Analysts within the City of Long Beach and those certified as eligible by Civil Service for Administrative Analyst.

Please send a letter of interest and resume with three work-related references no later than **4:30 p.m. on Monday, July 2, 2007** to:

Casey Chel  
Disaster Management Officer  
Long Beach Fire Department - ECOC  
2990 Redondo Avenue  
Long Beach, CA 90806